

The Vigo County Sheriff's Department currently has an opening for the Director of the Crime Victim Assistance Program. Applications with resumes are being accepted. Please send information to:

Attention: Human Resources
Commissioners' Office
650 S. 1st Street
Terre Haute, IN 47807

Date of Posting: 05/11/2010

The following are responsibilities and duties of this position:

Crisis Intervention:

- *Share 24 hour on-call responsibilities with the Assistant Director.
- *Provide crisis counseling to crime victims on-sight at the request of law enforcement officers, prosecutors, court personnel or hospital staff.

Victim Advocacy:

- *Provide criminal justice advocacy and serve as a liaison between crime victims and the criminal justice system.
- *Provide explanation of the criminal justice process; such as reporting, investigation, court hearings and other procedures.
- *Accompany victims to appointments with law enforcement, prosecutors, etc.
- *Accompany victims to court hearings, trials, depositions, interviews and sentencing hearings.
- *Provide victims with case progress reports through regular follow-up contacts.
- *Assist victims with applications for Protective Orders.
- *Make brochures accessible which inform victims and community of services available to crime victims.
- *Participate as part of the Vigo County Children's Advocacy Center multi-disciplinary team.
- *Participate in the SART.

Violent Crime Compensation:

- *Notify victims about availability of violent crime compensation.
- *Assist eligible victims/survivors in applying for funds and securing copies of police reports.
- *Intervene on behalf of victims who encounter problems related to compensation claims.

Referrals

*Make social service and other referrals to appropriate agencies and distribute brochures and information as needed.

Public Education

*Provide in-service education and training to professionals, schools, and the community.

*Plan activities for National Crime Victims Rights' Week and participate in other public awareness campaigns; Domestic Violence Awareness Month and Take Back the Night.

Continuing Education

*Attend workshops, seminars, conferences and trainings which address victims' issues to gain further knowledge and provide victims with up to date services and information.

*Participate in community organizations that offer services to crime victims: Advisory Board Member of The Vigo County Crime Children's Advocacy Center, SART, and the Child Protection Team.

Management

*Complete VOCA grant application and complete all necessary reports and documents.

*Manage the Vigo County Portion matching funds and complete claims for distributing funds and keep accurate time records of the Director and Assistant Director.

*Oversee programs and procedures currently in existence as well as any newly created programs/procedures.

*Maintain a systematic approach in keeping statistical data as required by the VOCA grant.

*Supervise the Assistant Director and all volunteers.

Education Requirement

Bachelor's Degree in Criminology, Social Work or related field required. Previous work experience in field preferred.